

	<b>Regulatory Standards Division</b> <b>AMA-200</b>	<b>Document #</b> <b>QP 212</b>	<b>Revision</b> <b>original</b>
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REVISION HISTORY			
Rev	Description of Change	Author	Effective Date
Original	Original	JLA	11/10/2003

REFERENCE DOCUMENTS	
Document Number	Document Title
<a href="#">QMS 200</a>	AMA-200 Quality Systems Manual

## PREFACE

This policy is intended as a tool for personnel of AMA-200 to use when managing the aircraft flight program.

### 0. Introduction

The AMA-200 Flight Program process was developed to standardize the management procedure. AMA-200's Program Management process has been developed to achieve a more productive and effective quality management system while meeting contract and ISO requirements.

#### 0.1 Process Objectives

The process is designed for one or more of the following purposes:

1. to ensure proper authorization for flight;
2. to provide all personnel with a standardized procedure;
3. to provide all personnel with a tool to improve their processes;
4. to meet contract/mandatory/statutory/regulatory requirements.
5. to ensure coordination with all required elements, program sponsors and providers.

### 1. Purpose

This document defines the process used to manage the flight program for resident training supported by AMA-200. The process is necessary to comply with training mandated in FAA Orders and Policy Manuals.

### 2. Scope

This process applies to the following activities conducted within AMA-200:

- 2.1 Training requirements (IQ&S and student).

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- 2.2 Establishing class schedules.
- 2.3 Completion of required documentation.
- 2.4 Processing cancellations/changes
- 2.5 Aircraft and Simulator Tour Administration.

### 3. Definitions and Acronyms

AFS-500	Flight Standards Training Division
AIR-500	Aircraft Certification Training Division
AVN	Aviation Systems Standards
CPMIS	Consolidated Personnel Management Information System
FACTS	Flight Activity and Crew Tracking system
IQ&S	Instructor Qualification and Standardization
String class	A series of classes attended by new hire FAA personnel
Stand-alone class	A class not associated with new hire string training

### 4. Flowchart

There is no flowchart required for this document.

### 5. Responsibilities

- 5.1 The Managers within AMA-200 are responsible for:
- 5.1.1 Handling the quota management for their assigned courses.
  - 5.1.2 Establishing or revising class schedules as necessary for all resident courses conducted at the Academy.
  - 5.1.3 Distributing the class information based on the requested requirements.
  - 5.1.4 Coordinating all class schedules with other Branches when required. They are also responsible for entering into CPMIS all changes received throughout the FY for these courses.

### 6. Detailed Process

#### 6.1 INPUT REQUIREMENTS:

- 6.1.1 Course quotas are received for AIR-500, AFS-500, Technical Center, AVN, the Military Liaison and the International Office.

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6.1.2 If a new course is requested the requiring organization forwards training requirements for distribution of quota and entry into CPMIS.

## 6.2 ACTUAL PROCESS:

- 6.2.1 Upon receipt of quota for each resident course the course managers establish class schedules then forward them to the Management.
- 6.2.2 Upon receipt of quota for each course, the Management shall approve or modify class schedules and coordinate dates within the division when required. (This is normally completed annually with a workgroup composed of course managers and quota management personnel).
- 6.2.3 All classes are entered in CPMIS.
- 6.2.4 Enrollments are made in CPMIS for FAA requirements only.
- 6.2.5 Class dates are scheduled with appropriate branches for flight training and aircraft use, and simulator schedules compiled.
- 6.2.6 Any flights requiring Simulator use shall be coordinated with AMA-240 and AMA-260.
- 6.2.7 All Instructors assigned flight classes will comply with the currency requirements of [FAA Order 4040.9](#) (as amended) and recorded (flight currency, training, flight check certification and medical certification) in [FACTS](#).
- 6.2.8 The Branch Manager using Flight Authorization Form 4040.6 will approve all flight authorization requests in advance. (FACTS electronic form may be used for this request).
- 6.2.9 Flight information data will be recorded in FACTS automated forms 4040.6 and for flight checks, 4040.2 within 5 working days.
- 6.2.10 Initial or additional flight status approval requests shall be approved by the Branch Manager using FACTS automated form 4040.7 or equivalent.
- 6.2.11 All flight data and maintenance discrepancies will be recorded on FAA Form 4100-8 (Aircraft Record) immediately after each flight (aircraft and simulator).
- 6.2.12 All aircraft flights shall comply with the AMA-200 [Standard Flight Operating Procedures](#).

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- 6.2.13 Cancellations/Changes are received throughout the FY for all courses. The change is annotated and the enrollment change is entered into CPMIS
- 6.2.14 When a cancellation is received in a flight course and they must train as a crew of two, then another inspector/pilot must be found to fill the slot. If there are no other existing requirements, then the class may need to be cancelled or authorization must be received from AFS-500 to allow training for less than a full class. If a simulator class is cancelled, coordination with AMA-240 and AMA-260 shall be done if required.
- 6.3 SPECIAL SUB PROCESSES INVOLVED
  - 6.3.1 In accordance with [Division policy](#), tour administration requires Branch approval and if a simulator tour is requested, coordination with AMA-240 and approval with AMA-260.

## 7. Metrics

There are no metrics required for this document.

## 8. Quality Records

Quality Records for this document are maintained in CPMIS and [FACTS](#) data entry. These records shall be generated and managed in accordance with AMA-200 Quality Records procedures.

Verifying Document Type or Number	Title	Retention Time
FAA Form 4100-8	Aircraft Log (Flight and Maintenance Record)	Five Years

All records kept electronically will be maintained at AFS-600. FAA Form 4100-8 shall be maintained in each Branch.